

BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: January 21, 2004

Division: Management Services

Bulk Item: Yes ☒ No ☐

Department: Grants Administration

AGENDA ITEM WORDING: Approval to apply for Residential Substance Abuse Treatment Grant and for the Mayor to sign the application and related certifications and attachments. DRAFT application is attached.

ITEM BACKGROUND: Application has already been signed and mailed. It was received on December 10, 2003, too late for December agenda deadline. Staff expected to receive application in January and it to be due in February. Application is due January 9th. Funds are provided through the Florida Dept of Law Enforcement to implement the Residential Substance Abuse Treatment Program for inmates in correctional institutions with six to twelve months remaining on their sentence. This grant is currently used to fund the Jail Incarceration Program, administered by the Care Center for Mental Health at the Detention Center on Stock Island. This will be the third year of the program.

PREVIOUS RELEVANT BOCC ACTION: Approval to apply past two years; approval of contracts with FDLE and Care Center for Mental Health past two years.

CONTRACT/AGREEMENT CHANGES: n/a

STAFF RECOMMENDATION: Approval

TOTAL COST: proposed \$183,669.00, subject to FDLE approval (current year is 149,829.00)

BUDGETED: Yes ☒ No ☐

COST TO COUNTY: proposed \$45,918.00, subject to FDLE approval (current year is 49,943.00)

SOURCE OF FUNDS: Fine and Forfeiture Fund – ad valorem taxes.

REVENUE PRODUCING: Yes ☐ No ☒

AMOUNT PER MONTH _____
YEAR _____

APPROVED BY: COUNTY ATTY ☐ OMB/PURCHASING ☐ RISK MANAGEMENT ☐

DIVISION DIRECTOR APPROVAL: _____

Sheila A. Barker
Sheila A. Barker

DOCUMENTATION: INCLUDED: ☒ TO FOLLOW: ☐ NOT REQUIRED: ☐

DISPOSITION: _____

AGENDA ITEM #: C21

**Residential Substance Abuse Treatment Program
Florida Department of Law Enforcement**

FREQUENTLY ASKED QUESTIONS

The following are answers to frequently asked questions related to the Residential Substance Abuse Treatment (RSAT) for Prisoners Held in Community Correctional Facilities Program currently being implemented by the Florida Department of Law Enforcement. Most of the questions have been raised by officials in offices that are responsible for administration of this federally funded grant program. This document provides guidance regarding the program provisions and requirements.

PURPOSE

1. Question: What is the purpose of the RSAT for Community Corrections Prisoners Program?

Answer: The purpose of the program is to assist units of local government to develop and implement residential substance abuse treatment programs in local correctional and detention facilities in which prisoners are incarcerated for a period of time sufficient to permit substance abuse treatment.

ELIGIBILITY

2. Question: Who is eligible to apply?

Answer: Eligible applicants include a Board of County Commissioners and Chairman or designated representative thereof representing a county in the State of Florida.

MATCHING FUND REQUIREMENT

3. Question: Is there a matching fund requirement?

Answer: Yes. The federal share of the program may not exceed 75 percent of the total program. The 25 percent matching fund requirement must be in the form of a cash match. Cash match is defined as cash spent for project-related costs which are allowable applications of federal funds. Federal funds may not be used as match.

PROGRAM DEVELOPMENT AND DESIGN

4. Question: What are the basic program design requirements?

Answer: Programs shall:

- Last between six and 12 months. Each offender with a substance abuse problem must participate in the program for not less than six nor more than 12 months, unless he or she drops out or is terminated;
- Be provided in residential treatment facilities where every effort is made to separate program participants from the general correctional population (totally separate facilities or a dedicated housing unit within a facility exclusively for use by program participants); kitchen and recreational facilities may be shared with the general correctional population, but offenders served under these programs should otherwise be separated;
- Focus on the substance abuse problems of the inmate;

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- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems; and,
- Have in place and continue to require or agree to implement urinalysis and/or other proven reliable forms of drug and alcohol testing of individuals assigned to residential substance abuse treatment programs in correctional facilities. The applicant must include a description in the subgrant application of its current drug testing program, the number of offenders tested, and plans to expand or continue these programs.

5. Question: Will funding preference be given to program models meeting enhanced requirements?

Answer: Yes. Funding preference will be given to programs which:

- Feature individualized treatment plans incorporating aftercare services.
- Exhibit linkages to aftercare services. Linkages shall be evidenced by Letters of Intent drawn-up on aftercare agency letterhead and signed by authorized representatives. Subgrant applications with letters which clearly indicate that RSAT graduates will be given priority-access to aftercare services will receive additional preference.
- Provide residential treatment facilities that are totally separate from the general correctional population (programs which share kitchen and recreational facilities with the general correctional population will not receive preference).
- Are new programs, i.e., the subgrant application must state that the program is a new program and indicate that residential substance abuse treatment services will not be available in the planned area of service unless the subgrant application is awarded. The subgrant application must clearly indicate that the proposed program does not represent an enhancement or expansion of a pre-existing program in order to receive preference.

6. Question: Can the program be designed to last less than six months?

Answer: No. Federal statutes require that the program last between six and 12 months. A subgrant-funded program should accept inmates who can participate in the residential phase of the program for at least six months.

7. Question: Can inmates participate in the program for longer than twelve months?

Answer: No. Studies have shown that the effectiveness of a residential treatment program begins to decrease if the offender remains in the program too long. This is not to suggest that offenders will not require additional treatment and support after the residential portion of the program. The program should be designed with at least two phases, i.e., the grant-supported residential phase, followed by an intensive and comprehensive aftercare program which is not grant-supported.

8. Question: Can funds be used to treat offenders who abuse alcohol?

Answer: Yes. Substance abuse refers to both alcohol and drug abuse.

9. Question: Must the program be located within a jail?

Answer: No. Residential treatment may be provided in conventional jail facilities, as well as boot camps, halfway houses, residential community corrections programs, and other similar types of residential correctional facilities.

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10. Question: Can the program be designed to provide, for example, three months of residential Treatment in an institution and the balance in a residential correctional facility, such as a halfway house, in the community.

Answer: Yes, as long as the residential portion of the program lasts between six and twelve months. If the program is split, the two residential components must be coordinated to provide a continuity of services. An aftercare component should still be available to provide treatment services and support to the offenders after release from the community residential component.

11. Question: The treatment facility must be set apart or totally separate from the general correctional population. What does "set apart" or "totally separate" mean?

Answer: "Set apart" and "totally separate" mean a building, component, or dedicated housing unit within a correctional facility that is exclusively for use by program participants. It should separate the participants by sight and sound and have a dedicated space for housing and for program activities. Program participants may share facilities with the general population for meals, recreation, general education and other activities.

AFTERCARE

12. Question: May grant funds be used to pay for aftercare services?

Answer: No. Grant funds may only be used for the residential portion of a treatment program.

13. Question: Guidelines indicate that preference will be given to applicants that provide aftercare services to program participants. Does this mean that programs without an aftercare component could be funded?

Answer: Yes. However, the State is required to give preference to programs which provide aftercare because research indicates that such programs are much more effective if aftercare services are provided.

14. Question: If an offender is returned to the general population after completing the residential substance abuse program, can we provide aftercare within the facility?

Answer: Aftercare refers to nonresidential community-based services, including treatment, support, and monitoring of the offender, which follows release from the residential treatment program. Generally, offenders should be placed in a residential treatment program during the last six to twelve months of their sentence in a residential facility so that they can be released directly into a community-based aftercare program. If an offender is returned to the general population, he or she should be provided with support services within the institution and should be placed in an aftercare program when returned to the community.

PROGRAM PARTICIPANTS

15. Question: Can grant funds be used to provide substance abuse treatment in juvenile facilities?

Answer: Yes.

16. Question: Must an offender be sentenced to jail to qualify for participation in a grant-funded treatment program?

Answer: No. The offender must be sentenced to or held in a residential facility operated by a local correctional agency. The facility may be an institution, such as a jail or boot camp, or in the

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community, such as a halfway house or a community corrections program.

17. Question: Can the courts sentence directly to a community-based residential treatment program?

Answer: Grant funds may be used to support residential substance abuse treatment programs in correctional facilities which serve as an alternative to incarceration and accept offenders directly from the courts.

18. Question: Can grant funds be used to establish a community-based residential treatment program which serves as an intermediate sanction for probation or parole violators rather than returning them to prison?

Answer: Yes, as long as the program meets the other basic required criteria.

19. Question: Can grant funds be used to buy slots or pay for services for offenders in a private treatment facility?

Answer: No. The program must be in a correctional facility.

20. Question: Could a correctional facility use grant funds to contract with a private entity to provide services within a correctional facility?

Answer: Yes.

DRUG AND ALCOHOL TESTING REQUIREMENT

21. Question: Each grant recipient must have in place and continue to require or agree to implement urinalysis and/or other proven reliable forms of drug and alcohol testing of individuals assigned to residential substance abuse programs in correctional facilities. Does this apply to all of the grant recipient's residential substance abuse treatment programs or only those that are grant funded?

Answer: Although grant recipients are encouraged to test individuals in all corrections substance abuse treatment programs, this requirement only applies to grant-funded activities.

22. Question: May grant funds be used to implement the drug testing requirement?

Answer: Yes, but only the costs associated with testing offenders while in the grant-funded program may be paid with grant funds.

SUPPLANTING

23. Question: May grant funds be used to expand or enhance an existing residential substance abuse treatment program?

Answer: Yes. Grant funds may be used for the expanded or enhanced portion of an existing program. However, grant funds may not be used to supplant or replace existing non-federal funds.

24. Question: Can the residential substance abuse treatment program funds be used to continue a program currently funded by another federal grant program?

Answer: Yes. Although the intent of this program is to increase the availability of treatment programs for offenders, these funds could be used to continue a program currently funded by another federal grant program. However, the rules related to supplanting would apply to the continuation of

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programs currently funded with state or local funds. Programs initiated with other federal funds must meet or be modified to meet the requirements for this program.

ADMINISTRATION

25. Question: Will subgrant recipients receive funding in a lump sum or the normal advance/reimbursement method?

Answer: Subgrant recipients will receive funding via the advance/reimbursement method.

26. Question: What are allowable costs?

Answer: Allowable costs are those which are directly associated with the provision of treatment services. Allowable costs are governed according to "General Principals of Allowability and Standards for Selected Cost Items" set forth in the United States Bureau of Justice Assistance Office of Justice Programs' Financial Guide (as amended) and federal Office of Management and Budget's (OMB) Circular No. A-87, "Cost Principles for State and Local Governments."

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INSTRUCTIONS FOR SUBGRANT APPLICATION

Please read the application and the instructions carefully prior to beginning. The **two (2)** complete unstapled applications must be submitted to the Florida Department of Law Enforcement no later than January 9, 2004 at 5:00 P.M. Eastern Standard Time to:

Mr. Clayton H. Wilder
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida, 32308

Each application must contain original signatures and must include Section G, "Acceptance and Agreement." The application must also contain the Certification of EEO Compliance and other necessary certifications and/or forms as appropriate to the project.

Applicant Information

Prior Contract Number. If the project is a continuation of a previous subgrant, enter the requested data in the section to be completed by the Subgrantee.

County Name. Enter Subgrant Recipient's county location.

1. **Name of Subgrant Recipient.** Enter the name of the subgrant recipient (agency name) and the name of chief elected official or agency head, title, address, e-mail address, telephone number, SunCom number, if applicable, and fax number of the **chief elected or appointed official** of the unit of county government applying for subgrant funds.
2. **Chief Financial Officer.** Enter the name, title, address, e-mail address, telephone number, SunCom number, if applicable, and fax number of the **chief financial officer** of the county applying for subgrant funds.
3. **Implementing Agency.** Enter the name of the Implementing Agency (the government agency responsible for directing the proposed project) the name, title, address, e-mail address, telephone number, SUNCOM number, if applicable, and fax number of the **chief executive official** of the governmental agency, subagency, or organization responsible for implementing program activities.
4. **Project Director.** Enter the name, title, address, e-mail address, telephone number, SunCom number, if applicable, and fax number of the individual in direct charge of managing or implementing project activities. The Project Director must be an employee of the implementing agency.
5. **Contact Person.** Enter the name, title, telephone number, and e-mail address of the individual serving as a contact person for this project other than the Project Director.
6. **Person Responsible for Financial Reporting.** Enter the name, title, mailing address, e-mail address, telephone number, SunCom number, if applicable, and fax number of the person that will be responsible for completing and filing the Financial Reports.
7. **Person Responsible for Programmatic Performance Reporting.** Enter the name, title, mailing address, e-mail address, telephone number, SunCom number, if applicable, and fax number of the person that will be responsible for completing and submitting the Project's Performance Reports.

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B. Administrative Data

1. **Project Title.** Type or print a short descriptive title, not to exceed thirty-six (36) characters, including spaces. The initial project title will remain the same throughout the period of subgrant support.
2. **Project Period.** Indicate the beginning and ending dates desired for project implementation and operation.

C. Fiscal Data

1. **Remit Warrant To:** If someone other than the chief financial officer is to receive the warrant, indicate who will receive it. Type or print "subgrant recipient" or implementing agency." Otherwise, leave this space blank.
2. **Vendor Number:** Enter the Subgrantee's Federal Employer Identification Number (FEID) assigned by the Internal Revenue Service.
3. **State Agency FLAIR #:** If the Subgrantee is a state agency, enter the appropriate FLAIR number.
4. **Project Generated Income (PGI):** If your project will result in the earning of income, either through fees or forfeitures, answer "Yes." (See Section G (17) for a complete definition of PGI).
5. **Cash Advance:** If you will be requesting an advance, check "Yes," and submit a letter requesting an advance with the subgrant application. The letter must explain the need for advance funding, the amount of cash to be advanced (up to 25 percent of the federal award), and must be signed by the subgrant recipient.
6. **Reimbursement Request (frequency of reporting):** Applicant must indicate whether reimbursement requests will be submitted **monthly** or **quarterly**.

D. Program Data

1. **Program Facility:** Indicate the type of program facility being used for project activities by checking the appropriate box. If more than one type of facility is being used, check all that apply.
2. **Bed/Slot Capacity:** State the total number (capacity) of beds/slots funded by this subgrant.
3. **Target Population:** State the total quantitative (numerical) population targeted by this program by each client type.
4. **Services/Interventions Available:** Identify each of the services/interventions to be made available under the program by checking all applicable boxes.
5. **Projection of Successful Completions:**
 - a) Indicate the number of clients projected to successfully complete the residential substance abuse treatment phase of program activities during the subgrant period.
 - b) Indicate the number of clients projected to successfully complete the aftercare treatment phase.

E. Program Description/Objectives

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1. Provide a concise executive-style summary of the proposed program outlining the number of hours of daily treatment, the program need, program model, purpose, and objectives. Program models proposing to expand or enhance a pre-existing program must provide a concise description of the current program, including target group, quantity and type of services provided, and bed space capacity. The executive summary should be approximately one page in length.
2. Provide a brief description with objectives for each program activity checked in Section D(4). Describe who will do what, when, where and how, in terms of:
 - Organization structure,
 - Numbers and types of personnel including qualifications,
 - Equipment and facilities,
 - Location of primary activities and target population,
 - Types of operations or services delivered,
 - Frequency of operations or service delivery, and
 - Implementation time frames of major activities

The description and objectives of program activities should indicate that data collection and reporting, including follow-up, will meet minimum requirements of this RFP. The description and objectives of program activities is limited to ten pages (the executive summary is not included in this limitation).

3. Activities Implementation Schedule. Complete the Activities Implementation Schedule showing when activities in the Program Description will commence and how the program will progress. This chart benchmarks planned activities, both administrative and programmatic.

F. Project Budget

1. Schedule Summary

The Project Budget Schedule includes five budget categories [Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay (OCO), and Indirect Costs] and Total Project Costs.

Enter the amount of federal, matching, and total funds by budget category that you will use to support project activities. Fill in dollar amounts only in applicable categories based on totals from the Budget Narrative (Section F.2.) and leave others blank. Total Local Cash Match must be a minimum of twenty-five (25) percent of the total budget (and must always be rounded up to the next whole dollar).

Example:	\$183,049.00	Total Budgeted Cost
	X <u>.25</u>	Twenty-five Percent
	\$ 45,762.25	Calculated Match

\$45,762.25 rounded up to the next whole dollar equals \$45,763, the minimum required match.

2. Budget Narrative

The purpose of the Project Budget Narrative is to provide a description of anticipated costs associated with project activities. Costs are grouped in the order of the applicable budget categories identified in the Section F Project Budget Schedule, i.e., Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay (OCO), and Indirect Costs.

Begin the Budget Narrative, starting with the first applicable budget category. Information must be provided in sufficient detail to reflect cost relationships to project activities. Line Item descriptions are used to group costs in the same general class and are supported with brief narrative justification, i.e., The line item description Communications is used and is supported by justification as follows: Communications includes monthly telephone fees, pager rental, postage, etc.

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A brief narrative justification specifying the source of match funds must be included in the Budget Narrative, i.e.,

Match funds will be drawn from a general revenue source, or, Match funds will be drawn from the Sheriff's law enforcement trust fund, etc.

Identified costs must *not* be allocated or included as a cost to any other federally financed program.

Use the following required criteria for documenting allowable project costs:

- a) Cost must be necessary and reasonable for proper and efficient project administration and implementation and *not* a general expense to carry out a subgrant recipient's overall responsibilities;
- b) Costs must be authorized by Florida Statutes or local laws and regulations that are in effect at the time the subgrant is awarded;
- c) Costs must be treated consistently with policies, regulations and procedures that apply uniformly to other subgrant recipient activities;
- d) Cost must be the net of all applicable credits; "Applicable credits" means receipts or reduction of expenditure transactions that offset or reduce expense items. For example, purchase discounts, rebates or allowances, recoveries or indemnities on losses, sales of publications, etc. Applicable credits may also occur when the subgrant recipient or implementing agency receives federal funds from sources other than this subgrant to finance operations or capital items; or
- e) Costs must be expended or obligated during the approved subgrant period.

I. Salaries and Benefits: Funds used to support payment of salaries and benefits to government employees dedicated to project activities. Positions created with subgrant funds must be in excess of the current number of appropriated positions in the implementing agency, i.e., they must be new positions, created during the inception of a new program. List positions by classification, indicating associated amounts for salary and benefits by type (i.e., retirement, health insurance, social security, etc.). Include the following narrative justification at the bottom of the salaries and benefits section state: "These are new positions in excess of the current number of positions in the implementing agency."

II. Contractual Services: Funds paid to an individual, organization, or other unit of government for specified services provided under terms of the contract between the subgrant recipient and the contract provider. Applicants other than state agencies must submit a copy of the boilerplate contract with the application for approval by the Florida Department of Law Enforcement (FDLE). The boilerplate contract must include, by reference, Section G., Acceptance and Agreement of the Subgrant Application. Project contractual services must comply with the following requirements:

- State agencies must comply with Section 3A-31.601-31.605, Rules and Regulations of the Department of Banking and Finance and Chapter 22K-20, Department of Administration Rules and Regulations.
- Local units of government must use their respective rules and regulations. In the absence of local rules and regulations, state regulations must be used as a guide.
- Arrangements with individuals must ensure that dual compensation is not involved; the contractual arrangement is written, formal, proper and otherwise consistent with the subgrant recipient's usual practices for obtaining such services; time and services for which payment will be made and rates of compensation will be supported by adequate documentation; transportation and subsistence costs for travel performed are at an identified rate consistent with the subgrant recipient's general travel reimbursement practices.

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- Arrangements with other government units must ensure that work or services for which reimbursement is claimed is directly and exclusively devoted to subgrant purposes and charged at rates not in excess of actual costs to the "contractor" government agency.
- Compensation for consultants employed by state and local governments will only be allowed when units of government will not provide their services without cost. In these cases, the rate of compensation must not exceed the daily rate paid by the unit of government.
- Compensation for individual consultant services must be reasonable and consistent with that paid for similar services in the market place. Federal regulations provide that the maximum rate for each consultant is \$450 (excluding travel and subsistence costs) for an eight (8) hour day. An eight (8) hour day may include preparation, evaluation and travel time in addition to time required for actual performance. A request for compensation for over \$450 a day requires prior approval and additional justification.
- Sole Source justification for contractual services must be provided on the form in Appendix III.

III. Expenses: Funds paid for expenses necessary for project activities. Allowable expense costs include but are not limited to items such as:

- Advertising for personnel recruiting and competitive bidding;
- Printing and reproduction;
- Rental of staff offices and conference space;
- Postage, telephone and other communications charges;
- Publicity;
- Office Supplies; for example, paper products and other small items including non-capital equipment (equipment items costing less than \$1,000 per unit); however, if local accounting procedures require Operating Capital Outlay reporting at a lesser amount than \$1,000, local requirements must be followed; and
- Non-Capital Automated Data Processing (ADP) Equipment and Software. ADP equipment costs are limited to costs dedicated to project activities. "ADP Equipment" means "general purpose commercially available, mass produced automated data processing components and equipment systems created from them regardless of use, size, capacity or price. Components and systems are designed to be applied to the solution or processing of a variety of problems or applications and are not specifically designed (not configured) for any specific application." For further clarification refer to Office of Justice Programs' Financial Guide (as amended) and the federal Office of Management and Budget's Circulars A-21, A-87, A 110 or A-102, as applicable, in their entirety. If you plan to purchase or lease ADP equipment totaling \$100,000 or more, you must complete an ADP Equipment Form and attach it to the subgrant application.
- Registration or Tuition Fees for conferences or training seminars.

IV. Operating Capital Outlay or Equipment: Funds paid for equipment necessary for project activities. "Operating Capital Outlay (OCO)" means an item having a unit cost of \$1,000 or more and/or a useful life of one (1) year or more. However, if local accounting procedures require OCO at a lesser amount than \$1,000, local requirements must be followed. OCO line items must specify quantity by item and total cost of the line item. For example:

2@Executive Desks \$2,875 or 1@Video Cassette Player \$1,050

Reimbursable costs include, but are not limited to:

- Vehicles. Vehicles with accessories should list such items separately in the Budget Narrative;
- Weapons;
- Office Furniture, i.e., desks, chairs, tables, file cabinets, typewriters, calculators, tape recorders, TV's, record players, compact disc systems, video cassette recorders, etc.; and
- ADP Equipment (Capital acquisitions only). Software which is included in the unit price of ADP equipment meeting the definition of capital outlay may be included here. If you plan to purchase or lease ADP equipment totaling \$100,000 or more, you must complete an ADP Equipment Form and attach it to the subgrant application.

V. Indirect Costs: Funds paid for indirect costs are reimbursable. A copy of the locally approved Indirect Cost Plan should be submitted with the project application. The FDLE approval must be received prior to reimbursement. State agencies must have prior approval from a cognizant federal agency. The FDLE

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reserves the right to authorize reimbursement of subgrant indirect costs.

G. Acceptance and Agreement

Section G includes the conditions of agreement requiring compliance by units of local government (subgrant recipients), implementing agencies and state agencies upon signed acceptance of the subgrant award.

It is imperative that all persons involved in or having administrative responsibility for this subgrant read and become familiar with Section G. Failure to comply with the provisions of Section G will result in project costs being disallowed.

Note Condition Number 16., Section G. Only project costs incurred on or after the effective date of this agreement and on or prior to the termination date of a recipient's project are eligible for funding under this subgrant.

H. Signature Page

1. Each application must be signed in accordance with the following:
 - a) **Signature Page** - The signature pages must have original signatures and free of error. Corrections including strikeovers, whiteouts, etc. are not acceptable.
 - b) **Subgrant Recipient/Authorizing Official of Governmental Unit** - Authorizing Official is defined as the Chief officer or elected official of the subgrant recipient. When a chief officer or elected official of a subgrant recipient designates some other staff person with signature authority for him/her, the chief officer or elected official must submit to the department a Letter or Resolution indicating the staff person given signature authority. The letter indicating delegation of signature authority must be signed by the chief officer or elected official.
 - c) **Implementing Agency/Official, Administrator or Designated Representative** - The official, administrator, or designated representative of the implementing agency is defined as the 'Head' of the agency which is implementing the program.
2. All applicants must submit two (2) unstapled, complete original applications including the signature pages with original signatures along with three copies for use by the FDLE evaluation committee. All copies must be submitted in loose-leaf form, unstapled, and unbound.

APPENDICES

APPENDIX I: Equal Employment Opportunity (EEO) Program

1. **Written EEO Program.** If a subgrant recipient or a criminal justice agency that is the implementing agency or both each have fifty (50) or more employees and each have received grants or subgrants of \$25,000 or more pursuant to and since enactment of the *Safe Streets Act of 1968*, as amended, and each have a service population with a minority representation of three (3) percent or more, they are each required to formulate, implement and maintain an EEO Program in writing that relates to employment practices affecting minority persons and women within 120 days after the initial application for assistance is approved.

2. **EEO Program Certification.** Whether the subgrant recipient agency or the implementing agency has a written EEO Program (as defined above) or *not*, each of them must enclose a separate signed EEO Certification Letter with the application.

Certifications must be signed by the respective chief officer or elected official of the subgrant recipient for the subgrant recipient and for an implementing agency that participates in a county's EEO Program.

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When a criminal justice agency is the implementing agency and is *not* included within a county EEO Program, the criminal justice agency's chief officer or elected official must sign the certification letter for the implementing agency.

APPENDIX II: AUTOMATED DATA PROCESSING (ADP) EQUIPMENT

For ADP purchases totaling \$100,000 or more, and ADP Equipment Form must be completed and submitted to FDLE for approval. Additional details are provided on Appendix II, Page 1.

APPENDIX III: SOLE SOURCE JUSTIFICATION

If **sole source procurement** is \$100,000 or more, the Sole Source Justification for Services and Equipment Form must be completed and attached to the Subgrant Application Package. Justification for sole source procurement of \$100,000 or more must be approved by the Florida Department of Law Enforcement. Further details are found in Appendix III.

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APPLICATION FOR FUNDING ASSISTANCE

FDLE Contract Number: <i>(This number will be inserted by FDLE)</i>		
A. Applicant Information		
Prior Contract Number: 2003-CJ-2J-11-54-01-006 <i>(This section to be completed by Subgrantee)</i>		
County Name: Monroe		Federal CFDA Number 16.593
1. Subgrant Recipient Information <i>(Governing body of a city, county or Indian Tribe performing criminal justice functions as determined by the U. S. Secretary of the Interior).</i>		
Agency Name <i>Monroe County Board of County Commissioners</i>		
Name of Chief Elected Official / State Agency Head <i>Murray Nelson</i>		
Title <i>Mayor</i>	E-Mail Address <i>nelson-murray@monroecounty-fl.gov</i>	
Address <i>99198 Overseas Highway, Suite 2</i>		
City <i>Key Largo</i>	Zip Code <i>33037</i>	
Area Code/Telephone No. <i>305-852-7175</i>	SunCom	Fax <i>305-852-7162</i>
2. Chief Financial Officer of Subgrant Recipient <i>(Chief financial office of the subgrantee).</i>		
Name of Chief Financial Officer <i>Danny L. Kolhage</i>		
Title <i>Clerk of the Circuit Court</i>	E-Mail Address	
Address <i>500 Whitehead Street</i>		
City <i>Key West</i>	Zip Code <i>33040</i>	
Area Code/Telephone No. <i>305-292-3550</i>	SunCom	Fax <i>305-292-3660</i>
3. Implementing Agency <i>(A subordinate agency of a city, county or Indian Tribe, or an agency under the direction of an elected official, i.e., a Sheriff's Office)</i>		
Agency Name <i>Monroe County Board of County Commissioners</i>		
Name of Chief Elected Official / State Agency Head <i>Murray Nelson</i>		
Title <i>Mayor</i>	E-Mail Address <i>nelson-murray@monroecounty-fl.gov</i>	
Address <i>99198 Overseas Highway, Suite 2</i>		
City <i>Key Largo</i>	Zip Code <i>33037</i>	
Area Code/Telephone No. <i>305-852-7175</i>	SunCom	Fax <i>305-852-7162</i>
4. Project Director <i>(Individual in direct charge of managing and/or implementing project activities – must be an employee of the Implementing Agency).</i>		
Name of Project Director <i>David P. Owens</i>		
Title <i>Grants Administrator</i>	E-Mail Address <i>owens-david@monroecounty-fl.gov</i>	
Address <i>1100 Simonton Street</i>		
City <i>Key West</i>	Zip Code <i>33040</i>	
Area Code/Telephone No. <i>305-292-4482</i>	SunCom	Fax <i>305-292-4515</i>

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5. Contact Person (if other than Project Director)		
Name of Contact Person		
Title	E-Mail Address	
Address		
City		Zip Code
Area Code/Telephone No.	SunCom	Fax
6. Person Responsible for Financial Reporting (if known)		
Agency Name Monroe County Board of County Commissioners		
Name of Chief Elected Official / State Agency Head Murray Nelson		
Title Mayor	E-Mail Address nelson-murray@monroecounty-fl.gov	
Address 99198 Overseas Highway, Suite 2		
City Key Largo		Zip Code 33037
Area Code/Telephone No. 305-852-7175	SunCom	Fax 305-852-7162
7. Person Responsible for Programmatic Performance Reporting (if known)		
Name of Project Director David P. Owens		
Title Grants Administrator	E-Mail Address owens-david@monroecounty-fl.gov	
Address 1100 Simonton Street		
City Key West		Zip Code 33040
Area Code/Telephone No. 305-292-4482	SunCom	Fax 305-292-4515

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B. Administrative Data

1. **Project Title** Monroe County Jail Incarceration Program
(Provide a brief descriptive title, must not exceed 36 total spaces and characters)
2. **Project implementation period** **Start:** March 15, 2004 **End:** March 14, 2005

C. Fiscal Data

1. (If *other than* the Chief Financial Officer) Remit Warrant to

Name

Title

E-Mail Address

Address

City

Zip Code

Area Code/Telephone No.

SunCom

Fax

If subgrantee is participating in the State of Florida Comptroller's Office electronic transfer program, reimbursement cannot be remitted to any other entity.

2. **Vendor Number** 59-6000749

(Federal Employer Identification Number)

3. **State Agency FLAIR #**

(Applies to State Agencies only)

4. **Will the Project earn Project Generated Income (PGI) as defined in Section G, Paragraph 17?**

(Check one)

☐ Yes

☒ No

5. **Will the applicant be requesting an advance of federal funds?** (Check one)

☐ Yes (If Yes, a letter of request must be attached)

☒ No

6. **Will applicant submit monthly or quarterly Reimbursement Requests as specified in Section G (1)(B) of this agreement?** (Check one)

☐ Monthly

☒ Quarterly

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D. Program Data

1. Program Facility (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Prison
<input checked="" type="checkbox"/> Jail
<input type="checkbox"/> Boot Camp
<input type="checkbox"/> Work Camp
<input type="checkbox"/> Halfway House | <input type="checkbox"/> Community Corrections Program
<input type="checkbox"/> Juvenile Detention Facility
<input type="checkbox"/> Juvenile Correctional Facility
<input type="checkbox"/> Other (specify) |
|---|---|

2. Bed/Slot Capacity: 70

3. Target Population (indicate number of clients to be served)

150 Adult Males Adult Females Juvenile Males Juvenile Females

4. Services/Interventions Available (check all that apply to indicate services that will be Offered)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Therapeutic Community
<input checked="" type="checkbox"/> 12-Step Program
<input checked="" type="checkbox"/> Individual Counseling
<input checked="" type="checkbox"/> Group Counseling
<input type="checkbox"/> Acupuncture
<input checked="" type="checkbox"/> Pharmacotherapy
<input checked="" type="checkbox"/> Other Drug Treatment
<input checked="" type="checkbox"/> Drug Testing
<input checked="" type="checkbox"/> Mental Health Counseling
<input checked="" type="checkbox"/> Educational Programs
<input type="checkbox"/> Community Service
<input type="checkbox"/> Victim Restitution
<input type="checkbox"/> Restorative/Community Justice
<input type="checkbox"/> Victim Awareness
<input type="checkbox"/> Mediation
<input type="checkbox"/> Domestic Violence
Reduction | <input type="checkbox"/> Family Counseling
<input type="checkbox"/> Sex Offender Treatment
<input checked="" type="checkbox"/> Impulse/Anger Control
<input checked="" type="checkbox"/> Work Activities
<input checked="" type="checkbox"/> Job Skills Development
<input checked="" type="checkbox"/> Job Placement
<input checked="" type="checkbox"/> Aftercare Services
<input checked="" type="checkbox"/> Structured Leisure Time
<input checked="" type="checkbox"/> Leadership Training
<input checked="" type="checkbox"/> Mentoring
<input checked="" type="checkbox"/> Parenting Training
<input checked="" type="checkbox"/> Cognitive Restructuring
<input type="checkbox"/> Financial Management
<input type="checkbox"/> Other (specify)
<input checked="" type="checkbox"/> Criminal and Addictive Thinking
<input checked="" type="checkbox"/> Relationship Issues
<input checked="" type="checkbox"/> Court Liaison
<input checked="" type="checkbox"/> Touchstones – debate vs. discussion-
Conflict resolution |
|---|---|

5. Projection of Successful Completions (indicate number of clients projected for each phase):

- a. A total of 100 participants are projected to successfully complete the *residential substance abuse treatment* service phase during the subgrant period.
- b. A total of 72 participants are projected to successfully complete the *aftercare treatment* phase during the subgrant period.

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E. Program Description

1. Begin with an executive-style summary describing the project to be funded with RSAT funds. **Start below.**

Problem Identification/Target Group

Over seventy per cent of the inmates currently housed in the Monroe County Detention center have charges related to addiction. These inmates need help with addiction, anger issues, domestic violence, job and housing placements, educational and literacy assistance, parenting skills, life skills, co-occurring mental health problems, psychological referrals, and pharmacological assessments. The Jail Incarceration Program (JIP) provides this help. It has a positive impact on the inmates and has reduced recidivism at the Monroe County Detention Center.

Solution

The Jail Incarceration Program is an in house substance abuse treatment program. It began in 1997, funded by a Byrne Grant, and has served approximately 900 inmates with an overall recidivism rate of thirty-five per cent compared to a seventy per cent recidivism rate for the jail. It provides the administrative and case management services as mandated by Florida Administrative Code 10-E16.

Under the RSAT grant, the program has been expanded and enhanced. This year, the program will serve approximately 150 inmates. The inmates (male) are housed in a separate dorm with its own recreation area. All the inmates in the program are screened to determine special needs. They have liaison and advocacy to help them get treatment in JIP or another appropriate program. All participants have individualized treatment plans that plan are reviewed monthly and adjustments are made if needed. The program includes special counseling in anger management, domestic abuse, parenting classes, conflict resolution, grief work, life skills, and job skills. Inmates are screened and referred for mental health counseling, educational and/or vocational training, transitional housing, aftercare, work release, and medical assistance. This helps increase success in the recovery process and decreases the criminal activity associated with substance abuse.

Referrals will be made for inmates that need English as a second language, literacy skill improvements, and GED classes. Life Skills will address how to find a place to live, how to open a bank account, how to make a budget, and basic nutrition. Job Skills will address how to look for work, fill out a job application, interview, and obtain a job (work release if possible). Educational assistance will help obtain educational assistance, provide basic communication skills, computer literacy, and how to mentor. The Substance Abuse counseling will continue in its present form. The emphasis on cognitive behavioral therapy and rational emotive therapy (RET) is its backbone. The twelve-step approach, life skills, art/music therapy, and group therapy provide a well-rounded approach.

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Enhancement for the existing program will be the additional of "Touchstones." Touchstones discussion groups are aimed at developing verbal skills, active listening, using evidence to support an opinion and the development of careful, respectful and yet critical consideration of the opinions of others. Its central purpose is to enable people who are products of a technological world to become responsible, thoughtful inhabitants of that world. The texts are chosen from Western classical thought because they are characteristically abstract and impersonal and allow the group to bring their own experience to bear. Touchstones is selected as an adjunct to therapy to see if the inmates could follow the arguments of the reading, present their own ideas in a logical fashion and deal with conflict in a dialectical manner rather than using old patterns of behavior involving unsubstantiated opinions reinforced by acting out behavior. From a therapeutic point of view, it is an excellent way to reduce aggression and expand cognitive skills.

The Detention center continues to operate a farm and petting zoo that is maintained by inmates in JIP. They receive a degree in Animal Husbandry. It is very therapeutic to work with the animals and to give something while getting no tangible reward. This is a concept new to many of the inmates.

Treatment is a minimum of six months with the possibility of lasting one year. Aftercare is six months and is provided by the Care Center for Mental Health in Key West.

Objectives

The number of inmates expected to complete the program is 100.
It is also projected that:

- 70% of the inmates served will complete the Aftercare Program.
- 95% of the inmates served in the program will remain drug free while participating.
- 70% of the inmates in the aftercare program will not test positive for drugs/alcohol.
- 75% of the inmates will not violate probation during aftercare and
- 65% of the inmates served will not return to jail during the first year after release.

The program will have two substance abuse counselors who serve as counselors/coordinators.

There will be two additional fulltime counselors and two part time counselors. All staff will have a strong background in substance abuse counseling with appropriate certification or work towards certification. Staff expertise has a direct impact on the program efficiency.

Random drug testing is conducted weekly with all inmates being tested at random. The program coordinators further evaluate the program's effectiveness by tracking the inmates who have completed the program through probation and checking for any new arrests in Monroe County and nationwide. For recidivism purposes, a sample of the program's inmates is compared to a random sample of inmates who received no treatment.

The Program Coordinators will review all the testing and screening of the inmates and make the final selection of appropriate inmates to participate in JIP.

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The County, in conjunction with the Care Center for Mental Health and the Monroe County Sheriff's Department will explore options for funding in the future. RSAT funding is crucial for the continuance of JIP at this time.